



DUTY STATEMENT

Classification: Associate Governmental Program Analyst (Limited Term)		Position Number: 171-5393-711
Division/Office/Section: AFITS/Business Services/Contracts Unit		
Location: Sacramento	Effective Date: TBD	
Employee's Name: TBD	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name: Shelly Lewis		
Collective Bargaining Identifier (CBID): R01		

This position requires the incumbent to maintain consistent and regular attendance with possible mandatory overtime; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under the direction of the Staff Services Manager I (SSM I), the incumbent is responsible for the most difficult and complex technical and analytical work related to and necessary for the procurement of Non-IT Services, including debris removal related contracts. The incumbent is expected to exhibit professional business writing skills, professional analytical skills, and work cooperatively with peers, managers, and experienced staff to meet the needs of the Contracts Unit and the Department.

ESSENTIAL FUNCTIONS

- 45% Works closely with the Department of General Services' (DGS) Procurement Division and the Office of Legal Services (OLS), the Financial Information System for California (Fi\$Cal), other State Agencies and the department by ensuring compliance with state contracting statute, laws, regulations, policies, and procedures. Administer formal and informal solicitations processes. Develop contract documents and coordinate with control agencies on specialized procurements. Coordinate and facilitate public meetings and conferences relating to acquisition efforts; assist with the development of contract concepts, scopes of work, including formulation of a formal Debris Removal Plan. Make recommendations to management and provide guidance, training and input to local government on contracts practices, procurement mechanisms, and ensure Federal Emergency Management Agency (FEMA) compliance. Administer appropriate formal debris related master service solicitations, agreements and amendments by: preparing, processing, and finalizing contracts; resolving contracting issues, reviewing contract documents for accuracy; maintaining contract tracking tools, checklists, spreadsheets, databases, and files; compiling, preparing, and submitting required documents and reports; and attending meetings and required training.
- 30% Works closely with department program, management, legal, and administrative staff by: providing subject matter expertise and assistance; advising on contract policies and procedures; assisting with contract analytical support and interpretation of data; responding to the resolution of issues; facilitating group training and other instructional opportunities; preparing presentations on contract data and information; maintaining contract manager resources; and representing the department's contracts area as needed.
- 20% Works closely with cross-functional teams within the California Environmental Protection Agency, and California Office of Emergency Services, Federal Emergency Management Agency, other state agencies, and the department by: collaborating on the gathering of data and preparation of documents regarding contracting activities; responding to audit requests; developing and updating program reports, forms, and instructions; editing operational manuals; improving business processes and practices; assist with ongoing Fi\$Cal updates as it pertains to procurement of Non-IT Services; coordinating logistical arrangements for meetings pertaining

to solicitations; compiling, preparing, and submitting required documents and reports; and attending meetings and required training and assist with training activities for government partners and agencies

MARGINAL FUNCTIONS

- 5% Conduct special projects or assignments related to contracting process improvements or the creation and development of new forms as it relates to debris removal projects. Attend State Contracting Advisory Network (SCAN) meetings, Procurement Forums and FEMA trainings as they pertain to contracts.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
Employee Signature:	
I certify that the above accurately represent the duties of the position:	Date:
Supervisor Signature:	
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:	
C&P Analyst:	Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)

IDENTIFICATION OF PHYSICAL, COMMUNICATION, & ENVIRONMENTAL DEMANDS

- ☒ **VISION** – You must have sufficient vision to perform the following duties: read and write.
- ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: answer the telephone, listen to supervisor's instructions, interact with internal and external parties, and actively participate in meetings.
- ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: verbally communicate with internal and external parties.
- ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- ☐ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ☒ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: (a-k) work at desk using computer, telephone, calculator, stapler, and desk lamp; (a-n); (a-j) operate office equipment.
- ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: write with a pen and pencil, use a computer, turn pages of a document, file material, and operate various office equipment.
- ☒ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: file material, occasionally pick up paper and load copy machine, and retrieve items from supply cabinet.
- ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: use computer, review and prepare written material, and attend and participate in meetings.
- ☐ **LIFTING** – You must be able to lift up to __ pounds to perform the following duties:
- ☒ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: review written material and make corrections as necessary, be alert in verbal communication, listen to and follow instructions, and actively participate in meetings.
- ☒ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: move around in the workplace while performing daily duties and responsibilities, and safely operate office equipment.
- ☒ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: actively participate in meetings and move around in the workplace while performing daily duties and responsibilities.
- ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the health and safety of others:
- ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive to perform the following duties.
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date